

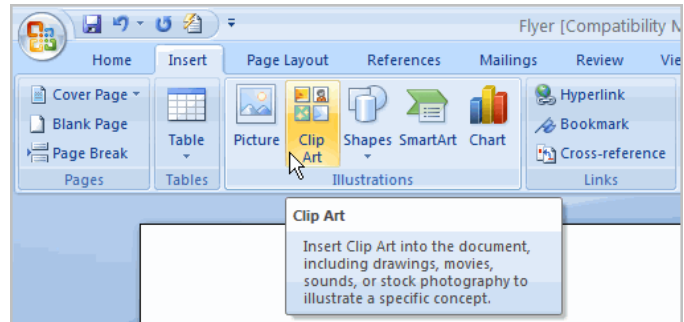
INSERT Objects

INSERT TAB

Locate Clip Art:

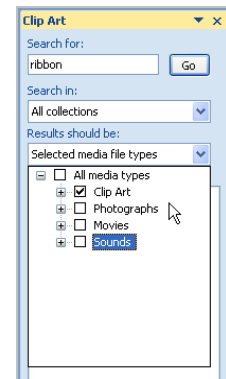
Select the **Insert** tab.
Click the **Clip Art** command in the **Illustrations** group.

The Clip Art options appear in the **task pane** on the right.
Enter keywords in the **Search for:** field that are related to the image you wish to insert.



Click the drop-down arrow next to the **Search in:** field.
Select **Everywhere** to ensure that Word searches your computer and it's online resources for an image that meets your criteria.
Click the drop-down arrow in the **Results should be:** field.
Deselect any types of images you do not wish to see.

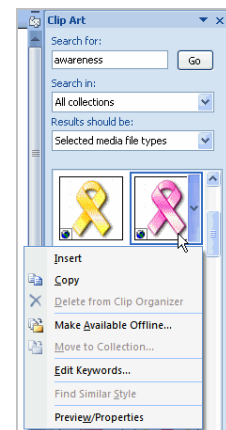
Click **Go**.



Insert Clip Art:

Review the results from a clip art search.
Place your **insertion point** in the document where you wish to insert the clip art.
Left-click an image in the task pane. It will appear in the document.
OR

Left-click the **arrow next to an image** in the task pane.
Select Insert, Copy, or any of the other options on the list.



INSERT TAB

Insert a Shape:

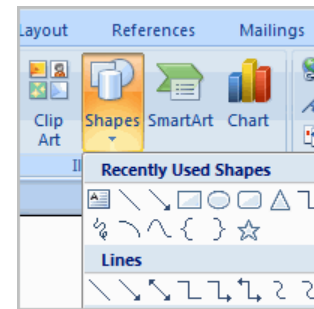
Select the **Insert** tab.

Click the **Shape** command.

Left-click a shape from the menu. Your cursor is now a cross shape.

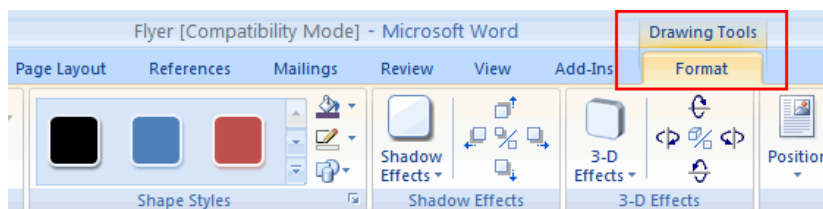
Left-click your mouse and while holding it down, drag your mouse until the shape is the desired size.

Release the mouse button.



Change Shape Style:

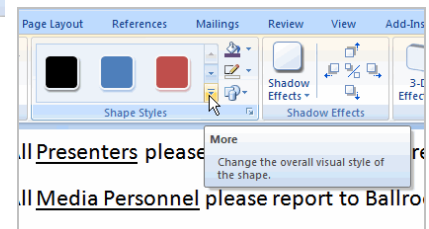
Select the shape. A new **Format** tab appears with Drawing Tools.



Click the **More drop-down arrow** in the Shapes Style group to display more style options.

Move your cursor over the styles and **Live Preview** will preview the style in your document.

Left-click a style to select it.

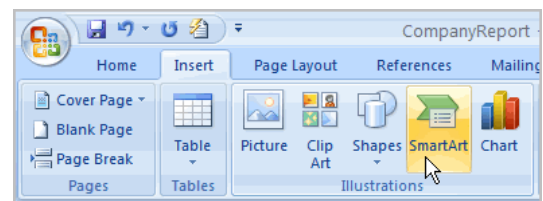


Insert a SmartArt Illustration:

Place the insertion point in the document where you want the graphic to appear.

Select the **Insert** tab.

Select the **SmartArt** command in the Illustrations group. A dialog box appears.



Select a **category** on the left of the dialog box and review the SmartArt graphics that appear in the **center**.

Left-click a graphic to select it.

Click OK.

Smart Art may be customized and text may be added.

